

The Arizona House of Representatives is seeking resumes for several Administrative Assistant positions for members of the Arizona House of Representatives. Administrative Assistants perform a variety of clerical and support duties for members of the House of Representatives and are supervised by the Chief Clerk's Office. Assistants must have excellent communication skills and maintain confidentiality. The duties are as follows: answer telephones and take messages, schedule appointments and meetings, maintain members' calendars, assist constituents, process daily mail, compose correspondence, setup and maintain files for legislative measures and other general correspondence, maintain daily and weekly legislative progress reports for specific legislation, prepare committee folders or binders with agendas, bills, amendments and other related information, maintain email and other duties as required.

Typing of 50 words per minutes and computer knowledge on Microsoft Word including mail merge, Outlook and Excel is required. PowerPoint and desktop publishing skills are a plus. Salary is \$14.00 per hour and includes an excellent benefits package.

Resumes should be emailed to claube@azleg.gov or sent to:

Arizona House of Representatives

Attn. Cheryl Laube

1700 W. Washington, Suite H

Phoenix, AZ 85007-2844.

For additional information call the Chief Clerk's Office at (602) 926-3032.